

Mileage Summary Training

"Mileage Summary" is the area in IBUS where users report categorized reimbursable and non-reimbursable bus mileage for the reimbursement claim.

*****Due September 1, 2015*****

Needs to be completed before completing reimbursement claim

MILEAGE SUMMARY

- **Report Mileage for Reimbursement Claim**
 - **Reimbursable and Non-Reimbursable Miles**
 - **Borrowed or Lent Miles**
- **Non-Conforming Vehicle Student Mileage**
 - **District-owned van, coach bus, yellow bus not part of SDE inventory report**

Mileage Summary Training

Log-in to IBUS to access your district's home page. At this location, select Mileage Summary to access the claim form mileage summary report.

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Links

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This area contains a list of available reports. Select the link that corresponds with the training topic.

- [Mileage Summary](#)

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This link will lead to the main Mileage Summary screen. This area provides an overview of mileage entries for the selected fiscal year. Select "New Mileage Entry" to enter categorized reimbursable and non-reimbursable mileage.

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DISTRICT

Mileage Summary · 2014-2015

Select applicable Fiscal Year

(July 1 - June 30) Fiscal Year: 2014-2015

VIEW

Odometer Summary

District/Contractor	Show/Hide Details	Mileage	Status
Total Odometer Mileage	Total miles from odometer report	89,244	

Reimbursable:	Mileage	Adjustment	Adjusted Mileage
Reimbursable Total:	0	0	0

Non Reimbursable:	Mileage	Adjustment	Adjusted Mileage
Non Reimbursable Total:	0	0	0

Actions

[New Mileage Entry](#)

Click to enter categorized annual or monthly mileage

Lent Miles / Other:	Miles
Total Lent Miles:	0
Total Miles:	0

Mileage Details:	Start Date	End Date	# of Miles	Mileage Type	Action
Show/Hide Details					

See details of mileage entries

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Enter each mileage on the New Mileage Entry screen. Mileage type options include: Shuttle Trips (R), Summer Programs (R), To/From School (R), Unique To/From School (R), Extracurricular/Activities (NR), Field Trips (NR), Other (NR), Shuttle Trips (NR), Summer Programs (NR), To/From School (NR), and Unique To/From School (NR)

Report the type of mileage during a time frame of the applicable fiscal year.

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Add Mileage Entry **Check FY**

Fiscal Year: 2014-2015

Mileage Type: -- please select --

Start Date: 07/01/2014

End Date: 06/30/2015

of Miles:

of Trips: Box appears if applicable

Vehicle Owner: Defaults to your DISTRICT

Save Cancel

Districts with a bus contractor have an additional field to select the bus contractor name

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If you borrow a bus from another school district, enter the borrowed mileage on the Add Mileage Entry screen.

Vehicle Owner defaults to your school district. Click the drop-down bar to select the school district that you borrowed the bus from. This will add the mileage to your claim form and subtract miles from the lending district.

The screenshot shows the 'Add Mileage Entry' form on the IDAHO State Department of Education website. The header includes navigation links: DIVISIONS, PROGRAMS, COMMUNICATION, RESOURCES, DATA COLLECTION, and ADMINISTRATORS. The IDAHO logo and 'STATE DEPARTMENT OF EDUCATION' are on the left, while 'Log Off' and 'User @edu.id' are on the right. The form is titled 'DISTRICT' and 'Add Mileage Entry'. It includes a 'Check FY' button. Fields include: Fiscal Year (2014-2015), Mileage Type (dropdown), Start Date, End Date, # of Miles, # of Trips (with a red note 'Box appears if applicable'), and Vehicle Owner (dropdown with the text 'Select district you borrowed the miles/bus from'). There are 'Save' and 'Cancel' buttons. A blue callout box points to the End Date field with the text 'Enter applicable time frame that bus was borrowed'. Another blue callout box points to the Vehicle Owner dropdown with the text 'Districts with a bus contractor have an additional field to select the bus contractor name'. The footer contains contact information for the State Board of Education, including address, phone, fax, and website.

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DISTRICT

Add Mileage Entry

Check FY

Fiscal Year: 2014-2015

Mileage Type: -- please select --

Start Date:

End Date:

of Miles:

of Trips: Box appears if applicable

Vehicle Owner: Select district you borrowed the miles/bus from

Save Cancel

Districts with a bus contractor have an additional field to select the bus contractor name

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For the 2014-2015 school year enter one mileage entry for each type of miles to encompass a 7/1/2014 to 6/30/2015 date range. If districts would like to begin tracking categorized mileage on a monthly basis for the claim form, add a mileage entry each month for each type of miles.

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DISTRICT

Add Mileage Entry

Check FY

Fiscal Year: 2015-2016

Mileage Type: -- please select --

Start Date: 7/1/2015

End Date: 6/30/2016

of Miles:

of Trips: Box appears if applicable

Vehicle Owner: Defaults to your DISTRICT

Save

Cancel

Districts with a bus contractor have an additional field to select the bus contractor name

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DISTRICT

Mileage Summary - 2014-2015

(July 1 - June 30) Fiscal Year:
2014-2015
[VIEW](#)

Odometer Summary

District/Contractor Show/Hide Details	Mileage	Status
Total Odometer Mileage	271,039	

Show "Mileage
Details" to view, edit, or
delete entries

Mileage Details: Show/Hide Details	Start Date	End Date	# of Miles	Mileage Type	Action
Details	7/1/2014- 6/30/2015		23,173	Extracurricular/Activities (NR)	Edit/Delete
Details			1,525	Shuttle Trips (R)	Edit/Delete
Details			187,415	To/From School (R)	Edit/Delete
Details			24,525	Field Trips (NR)	Edit/Delete
Details			2,019	Summer Programs (R)	Edit/Delete
Details			2,661	Other (NR)	Edit/Delete
Details			11,516	Unique To/From School (NR)	Edit/Delete

Actions

[New Mileage Entry](#)

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